



MASON COUNTY COMMUNITY DEVELOPMENT

Permit Assistance Center, Building, Planning

CIP SUB-COMMITTEE MEETING

AGENDA

Location: Zoom (email mwatson@masoncountywa.gov for link and passcode)

Date: August 8, 2024

Time: 6:00 PM

- I. New Business
 - A. Review sub-committee requests/questions and staff responses (if available)
 - B. Staff responses to unanswered questions
 - C. Sub-committee additional questions
- II. Conclusion
 - A. Next Meeting PAC meeting Public Hearing to take public comment only August 19 at 6pm
 - B. Next Sub-Committee Meeting August 21 at 6pm; discuss and form topics for PAC letter of recommendation to BOCC

Draft 2025-2030 CIP Questions

Request the following:

1. A copy of the 2022, 2023, and 2024 CIP as approved by the BOCC. **(Marissa – 2018, 2019, 2022, and 2024 sent to Sub Com)**
2. A status sheet or report providing the status of each project in the 2022, 2023, and 2024 CIP. Is the project complete? If “yes” was what was the final cost? If “no” how far along is the project? Was the project cancelled, if so, why and by who? Were any scope changes made after BOCC approval...if so, who approved those changes? **(Marissa - Depts. Have been sent an RFI by our COMP Plan consultants to provide updates from projects that were provided as far back as 2018, they may be able to speak to these projects within the sections below or during the August 8th meeting.)**
3. Provide the county funding rules/process. That is, if a project is funded on 2025 and not completed, is future funding approval required OR to the 2025 funds carry over to the next year (2026)?
4. For each project, if not already stated, provide the quality / development level of each estimate (i.e., “Planning Level” + or – 40%, “Design Report” + or – 30%, or “Engineer’s Estimate” in the range of + or –15%). **(Marissa- I will ask departments to make sure to include what kind of estimate they are providing)**

Public Water Systems:

1. Request a copy of the Beard’s Cove Water System and Rustlewood Water System Plans. We are looking for an approved document (plan?) that outlines what exists combined with expansion, repair, and upgrade requirements to meet growth and changes to codes/regulations. If such a document does not exist, state so, and then identify what is the source of the Beard’s Cove and Rustlewood Water System projects. Reference WAC 246-290-100, *Water System Plan*.
2. Beard’s Cove Water System Upgrades:
 - a. It looks like the description of projects is the same from the previous CIP, but the cost estimate values are a little lower. What, if anything, was worked on this year.
 - b. Request a year-by-year break out of scope to be accomplished.
 - c. Need the water system plans for Beard's Cove water system.

Wastewater Systems/Facilities:

1. Request a copy of the Belfair, North Bay and Rustlewood Wastewater System Plans. We are looking for an approved document (plan?) that outlines what exists combined with expansion, repair, and upgrade requirements to meet growth and

changes to codes/regulations. If such a document does not exist, state so, and identify what is the source of the Wastewater System projects.

2. Request a year-by-year break out of scope to be accomplished.

Solid Waste Management:

1. Belfair Transfer Station Site Improvements: no questions.
2. Comprehensive Solid Waste Mgmt. Plan: What happened to the 2023 update to the Comprehensive Solid Waste Management Plan? Reference CIP Table 5 description in the 2024-2029 CIP.
3. Eells Hill Post-Closure Activities: which State requirement? Is there a deadline to complete these activities?
4. Eells Hill Transfer Station Improvements: no questions.
5. Replace Drop Box Covers: is there a picture of a drop box cover? I'm trying to picture / understand what is being replaced for ~\$150K each.
6. Replace Eells Hill Equipment: funding is requested in 2025/26, yet the justification states "in the next 6 years." Can some of this be delayed 2 to 3 years?
7. Transfer Station Booth Upgrades: provide an annual breakdown of work. What will be accomplished in 2025, 2026, and 2027?

County and Administrative Buildings:

1. For all buildings, in the project description for each individual project scope is there a work breakdown (specific work items) that what is funded each year? If "yes", please provide the breakdown. If "no", how is the cost estimate for an individual year developed and what is being requested for approval in the CIP if there is no scope for an individual year?
2. If a project requires funding in multiple years, can the work be stopped at a reasonable point if future funding is not available?
3. Are these requirements based on law (Federal, State, or County) or are these more discretionary (i.e., driven by desire or a general need for an upgrade)?
4. What office manages the County and Administrative Buildings? That is what office assemble these requirements and cost estimates? What office will implement the projects?
5. Building #1:
 - a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?

- b. New window improvements (are these new windows or improvements to old windows)?
 - c. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
- 6. Building #2: What project items are funded in the years 2025 and 2027?
- 7. Building #3:
 - a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
 - b. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
 - c. The funding seems to be frontloaded into year 2025 what project items are funded in year 2025?
- 8. Building#4:
 - a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
 - b. Roof (is this a new roof or is it repair/ improvements to the existing roof)?
 - c. The funding seems to be allocated fairly equally for each year however with large budget items such as HVAC and roof what years are these funded in?
- 9. Building#5:
 - a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
 - b. Roof (is this a new roof or is it improvements to the existing roof)?
 - c. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
 - d. The funding seems to be allocated fairly equally for each year however with (3) large budget items such as HVAC, roof and parking lot what years are these funded in?
- 10. Building#6: HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
- 11. Building#7:
 - a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
 - b. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
 - c. The funding seems to be allocated fairly equally for each year however with (2) large budget items, HVAC and parking lot what years are these funded in?

12. Building#8:

- a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
- b. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?

13. Building#9: Parking lot (is this a new parking lot or an improvement to the existing parking lot)?

14. Building#10:

- a. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
- b. What does the “renovation” scope look like? Will there be demolition work that may pose a risk of hazardous materials exposure (i.e., asbestos and/or lead paint) that will need to be removed such as asbestos or lead paint?
- c. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
- d. This project is very frontloaded in year 2025, the project scope appears to be more complicated. Is there any funding allocated for professional services design and planning?

15. Building#11:

- a. Is there an estimate for how much bentonite is to be removed.?
- b. Covered storage (is this a new structure? If so, how large is the structure?)
- c. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?

16. Building#12:

- a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
- b. New roof (what year will this be funded)?
- c. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
- d. The project scope includes (3) large cost items HVAC, roof and parking lot. Most of the funding is set for the year 2025. What years are the large cost items funded in?

17. Mason County Jail Improvements:

- a. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?

- b. What year is the parking lot funded and what year is the upgrade to cameras and locks funded in?

18. Courthouse Improvements:

- a. Roof (is this a new roof or is it improvements to the existing roof)?
- b. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?

19. Juvenile Detention improvements:

- a. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
- b. Funding is allocated at \$10K for each budget year (What year is the HVAC funded in) (what year is the camera and lock upgrade funded in)?

20. Sheriff's Office Improvements:

- a. Roof (is this a new roof or is it improvements to the existing roof)?
- b. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
- c. Parking lot (is this a new parking lot or an improvement to the existing parking lot)?
- d. The funding seems to be frontloaded in 2025. What years are these (3) large cost items funded in?

21. Memorial Hall: HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?

22. North Mason County Facilities:

- a. Roof (is this a new roof or is it improvements to the existing roof)
- b. HVAC (What capacity will the HVAC be and in what funding years is it scheduled to be completed)?
- c. parking lot (is this a new parking lot or an improvement to the existing parking lot)?
- d. Generator (what capacity is this generator, self or manual starting, who will handle the maintenance, is the maintenance in future budgets?)
- e. The funding is equally allocated for each year and there are (3) large cost items in the description. (in what years will these be funded)?

Stormwater Management & Habitat Improvement:

Will provide at a later date or will work with available information.

Transportation Facilities:

1. North County Shop Site Planning: No Questions
2. Public Works Campus Improvement's: is there an inventory of the various machinery and equipment?
3. Public Works Equipment Storage Shed: what size will the new storage shed be and what type of construction (pole barn, stick frame etc.)?
4. Satellite Maintenance Yard Development: No Questions

Parks, Recreation, Open Space, and Trails:

1. General comments/questions:
 - a. Provide a crosswalk between in the projects in the 2025-2030 CIP and PROST priorities on pages 51 & 52. Provide justification for any Medium Priority (2029 to 2036) projects where funding is requested in 2025 to 2028 and for all Low Priority (2037 to 2042) projects in the 2025 to 2030 CIP.
 - b. Almost all Project Justifications read "Project listed in the County Parks and Recreation Plan for implementation." Recommend stating if the project is a "high", "medium", or "low" priority and if the project fully meets the requirement.
 - c. Project Descriptions should not include "other improvements as needed." Limited exceptions (less than 20% of the projects) potentially could include very limited funds for unspecified requirements. Example "other improvements as needed not to exceed \$5K for all improvements."
 - d. The Table 9 description in the draft 2025-2030 CIP includes "also acquiring more acreage and facilities to grow with the population projections". Are there any land acquisition efforts in the 2025-2030 CIP?
2. Belfair Skate Park: from the 2024 to 2029 CIP to the 2025 to 2030 draft CIP there is additional wording in the description stating the "County would need to purchase property...". Is the property purchase included in the \$666K estimate?
3. Coulter Creek Park Development: from the 2024-2029 CIP to the 2025-2030 draft CIP there were no scope changes (the Project Descriptions are identical), yet funding was reduced from \$1,848K to \$140K and slipped from 29 to 30. Why? Is there a scope change?
4. Foothills County Park: Was the PROST high priority to "Prepare a master plan to guide ADA, parking, pathways and site furniture improvements at Foothills Park" completed? If so, please provide a copy of the plan.
5. Harvey Rendland County Part Planning and Improvement: no questions.
6. Jacoby Park (Shorecrest) Improvements: no questions.

7. Latimer's Landing Boat Ramp: this project was approved for funding in 2024 at \$1,000K. What was accomplished in 2024? The project is now in 2025 at \$680K with restated scope of "New asphalt parking lot and other improvements as needed." And scope includes "but not limited to" language. Is the \$680K in addition to or instead of the \$1,000K? Is the "asphalt parking" a clarification of previous scope or new scope? How much of the \$680K is allocated to "not limited to" and "other improvements as needed"?
8. Mason County Recreation (MCRA) Improvements: the scope is largely unchanged and includes "new field lights, restroom renovation, new bleachers, play equipment surfacing, asphalt, scoreboards, and concession building. Projects include restroom-concession building, parking and master planning." The estimated cost was reduced from \$8,437K to \$235K. Request a copy of the \$8,437K and \$235K cost estimates.
9. Mason Lake Boat Launch Renovations: no questions.
10. Menards Landing County Park: no questions.
11. Phillips Lake County Park: no questions.
12. Sandhill Park Renovation: is there an update / addendum to the 2022-2027 PROST? Specifically, who approved the scope changes to modify the "football" field to a "multipurpose" field, delete the new playground and sport field lighting? Describe the maintenance facility...type, size, utility services. The reduction from \$5,234K to \$435K is significant. Please provide a copy of the new \$435K cost estimate.
13. Sunset Bluff Park Development: why the increase from \$198K in the 2024 to 2029 CEP to \$924K the 2025 to 2030 draft CIP? Is the additional \$726K for the revised scope statement that includes "other improvements as needed"?
14. SW Area Park Study – Truman Glick Improvements: why the reduction in cost from \$364K to \$60K from the 2024 to 2029 CEP to the 2025 to 2030 draft CIP? There appears to be no change in scope. Is the reduction due to a more current and accurate cost estimate?
15. Union Park Improvements: provide an explanation for the funding request reduction from \$2,063K to \$63K. Request a copy of the \$63K cost estimate.
16. Walker Park Improvements: request a copy of the cost estimate be provided.
17. North Bay Trail Project: why was this cancelled? Who cancelled the project?
18. Trails Development and Shelton to Belfair Trail Program: why was this cancelled? Who cancelled the project?
19. Union Street Ends Park at Orre Nobles: why was this cancelled? Who cancelled the project?

Backup Data

1. “Each project cost sheet identifies the accuracy of the estimated costs shown, based on the following scale:
 - “Planning Level” – The least accurate of costs estimates, in the range of + or – 40%. Cost estimates at this level are usually based on a project concept and some assessment of relative scale, or annual program amounts commensurate with a level of activity sufficient to accomplish the intent of the program over time.
 - “Design Report” – Moderate accuracy, in the range of + or – 30%. Based on design report evaluation of options and an assessment of project elements and associated costs.
 - “Engineer’s Estimate” – Most accurate estimate, in the range of + or –15%. These estimates are based on a project design or significant completion of design work.”